

Climate Justice Fund 2017-2018 - End of Year Report

PLEASE READ ATTACHED GUIDELINES BEFORE COMPLETING THE FORM

Section 1 - Basic Project Information		
Complete the information below for management purposes. Please indicate in the relevant section whether any changes to your basic project information (e.g. partners, geography, project dates or budget) have occurred during this reporting year. Explanations should be provided in section 3.		
1. Name of Lead Organisation (Grantholder)	2. Name of Project:	3. Project Reference Number:
Water Witness International	Malawi Water Stewardship Initiative	
4. Project Start & End Dates:	5. Project Year (e.g. Year 1):	6. Reporting Year:
Start: 01/08/2017 End: 31/03/2019	Year 1 – 8 Months	From: 01/08/2017 To: 31/03/2018
7. Project Country(ies):	8. Name of Partner(s):	9. Project Description:
Malawi	Water Witness Malawi Action for Water Just Trading Scotland Alliance for Water Stewardship	Contributes to climate resilience and water security in Malawi through applying and adapting the international water stewardship standard.
10. Total Project Budget:	11. Total Funding from CJF:	12. Date Report Produced:
£262,669	£262,669	28 th April 2018

13. Supporting Documentation Check box to confirm key documents have been submitted with this report	Proposed Revised Logical Framework, if applicable (see Q18) <input checked="" type="checkbox"/>	
	End of Year Financial Report <input checked="" type="checkbox"/>	
Please list any further supporting documentation that has been submitted	Output reports: AWS Regional Training event report; AWS Africa Strategy meeting report and draft strategy; KASFA AWS water security scan, action plan, and briefing note; Agricane water security scan and action plan	
14. Response to Previous Progress Reviews (if applicable)	Scottish Government's comments on previous reports (state which report) (no comments received)	Action taken since the last report: Grant adjustment letter, and revised workplan to incorporate additional SG funding for application of ICT to drive programme efficiency and impact
15. Name and position of person(s) who compiled this report	Nick Hepworth, Director, Water Witness International [REDACTED], International Programme Manager Doreen Chanje, Director, Water Stewardship Malawi [REDACTED], International Programme Support Officer	
16. Main contact details for project, if changed	No change	

Section 2 - Project Relevance

17. Project Beneficiaries

Does the project remain relevant to the context and the beneficiaries with whom you are working? Please justify this in a short paragraph below.

Malawi's economy, society and environment remain vulnerable to water and climate shocks. The need to ensure sustainable utilisation and management of water resources across all sectors is reflected in Government policy – most recently the National Resilience Strategy and draft MGDS III. Water stewardship has been welcomed by Malawian stakeholders as a valuable mechanism through which climate resilience and water security can be achieved, through tailored support to water users. Beneficiaries in government, and at community level have provided positive feedback and have emphasized the value of the work. For example: 1) National stakeholders evaluation of our Water Stewardship Malawi Launch event (including the Director of Water Supply, Ministry of Agriculture, Irrigation and Water Development); 2) Positive engagement of project partners to implement the Standards through their operations at KASFA, Queen Elizabeth's Hospital and Agrigane Sugar Plantation; and 3) Malawian attendees at the AWS training event and strategy development meeting.

18. Gender and social inclusion

Please describe how your project has worked to ensure that women and girls, and other vulnerable groups (as appropriate) benefit from the project. Describe any challenges experienced in reaching vulnerable people and how these have been overcome.

The selection of our project case studies enables us to specifically reach women, girls and other vulnerable groups, For example we are focusing on support to 6873 smallholder farmers (4047 – some 59% - of these are women, and their families, plantation outgrowers and their communities, a school and a hospital. Gendered issues such as availability of and access to sanitation facilities at site level, and household access to safe water and sanitation are merging and will be acted upon through site level water stewardship action plans.

19. Accountability to stakeholders

How does the project ensure that beneficiaries and wider stakeholders are engaged with and can provide feedback to the project? What influence has this had on the project? What challenges have been experienced in collecting and acting on beneficiary feedback?

We have established a Project Reference Group comprised of national and local stakeholders. The PRG provides strategic advice, oversight of programme delivery, quality assurance and ownership of outputs. Feedback from this group enables the project to remain relevant to the national and local context in which we are working. As a mechanism of accountability to the beneficiaries, we incorporate evaluation into all of our engagements, training events and meetings and this is reviewed to support adaptive programme delivery.

Section 3 - Progress and Results

This narrative report on project performance and results will be reviewed together with your revised and updated Logical Framework (or if not yet approved your original Logical Framework). See Guidelines (Annex 1) for details.

20. Changes to Project

Has the focus or delivery of your project changed significantly over the last financial year? If so, please explain how and why, and attach copies of all relevant correspondence with the Scottish Government.

No significant change to the water stewardship work but additional SG funding has allowed for purchase of software and hardware, plus training of staff in the use of ICT tools -M-Water and AKVO to drive programme efficiency and impact. The amended grant letter is attached and we have updated the logframe.

21. Changes to the Logical Framework

If changes have been made to the logframe since the previous financial year please describe these below. Please also provide evidence (e.g. copies of correspondence) that these changes have been agreed with the Scottish Government. If you would like to make changes to your logframe, but these have not yet been approved by the Scottish Government, please describe and justify in detail the requested changes below – and highlight the proposed changes in the revised logframe.

Result Area/ Indicator	Proposed/ Approved Change (please clarify and evidence below)	Reason for Change
Output 3.1: Number of Malawian participants trained and indicating new knowledge on stewardship and capability to apply it (disaggregated by gender)	Output 3.1: Number of participants trained and indicating new knowledge on stewardship and capability to apply it (disaggregated by gender)	Propose to remove the specification of Malawian participants as we are experiencing demand from a wide range of individuals and organisations.
Output 5: new output added	Output 5. Investment in M-Water and AKVO Software to deliver an increased capability in water and sanitation mapping and data capture, and greater programme efficiency and impact.	New output and indicator added to incorporate additional SG funding for ICT.
	Indicator 5.1. Training and use of M-Water and AKVO software - training workshops completed and number of staff using the software.	

Section 3 - Progress and Results

This narrative report on project performance and results will be reviewed together with your revised and updated Logical Framework (or if not yet approved your original Logical Framework). See Guidelines (Annex 1) for details.

22. Gaps in Monitoring Data

If baseline or monitoring information is not available, please provide an explanation below. Where monitoring data has been delayed (since previous report), please provide an indication of when and how it will be made available to the Scottish Government.

n/a

23. Project Outputs

In the table below, please list each of your project outputs, and provide further detail on your progress and results over this reporting period. Describe any delays or other challenges that you have experienced and how these have been addressed, and provide information about any unexpected results. Progress should be supported with evidence (such as links to monitoring data in line with logical framework, case studies, web-based information, reports etc) where possible.

Output 1: Implementation of water stewardship standards to build climate and water security of business, small-holders, schools, hospitals and communities.

Output Indicator	Progress against Planned Milestone/ Target
1.1 <i>Number of sites adopting the AWS water stewardship standard and delivering water stewardship strategies and plans in Malawi.</i>	<p>March 2018 milestone: 2 sites adopting the AWS water stewardship standard and developing water stewardship strategies and plans in Malawi</p> <p>Progress: 2 sites are currently underway with implementation of the AWS Standard, the Kaporo Smallholder Farmers Association (KASFA) and Agricane's Kaombe sugar estate in the Lower Shire Basin. Implementation of the AWS Standard at the Queen Elizabeth Hospital has started, with a full assessment of risks and opportunities ongoing. Delivery of the resulting action plan is expected to start in May. Recruitment of a school to partner with on Standard implementation is in progress.</p>
1.2 <i>Number of direct and indirect beneficiaries targeted to benefit from improved water security as a result of AWS implementation.</i>	<p>March 2018 milestone: 20,000 direct and indirect beneficiaries targeted to benefit from improved water security as a result of AWS implementation.</p> <p>Progress: 6873 members of KASFA are targeted for improved security, as well the patients of Queen Elizabeth Hospital and communities surrounding Agricane's Kaombe estate. All together, we expect to well exceed the target of 20,000 direct and indirect beneficiaries.</p>

Output 2: Production of guidance, case studies and support materials for water stewardship in Africa, in particular at the level of agricultural supply-chains, smallholder cooperatives, and community hubs (schools, colleges, clinics, hospitals, etc).

Section 3 - Progress and Results

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Output Indicator	Progress against Planned Milestone/ Target
2.1 <i>Production of 4 case study reports based on applications which document cost, benefits and implications of AWS implementation.</i>	<p>October 2018 target: 4 case study reports produced, which document cost, benefits and implications of AWS implementation.</p> <p>Progress: Documentation for case study reports for KASFA and Agricare is underway, and soon to begin for Queen Elizabeth Hospital and a yet to be determined school site.</p>
2.2 <i>Guidance and training modules for application of AWS standard at the following scales: large scale agriculture, small-scale production, communities / schools / hospitals.</i>	<p>October 2018 target: 3 guidance and training modules developed for application of AWS Standard.</p> <p>Progress: Work with KASFA and Agricare to generate learning about the AWS Standard at the smallholder and large-scale agriculture levels is underway, and plans are in place to generate learning at the school and hospital level. Training modules on water stewardship developed and delivered to KASFA membership in April/May.</p>
Output 3: Building capacity and demand for water stewardship implementation.	
Output Indicator	Progress against Planned Milestone/ Target
3.1 <i>Number of participants trained and indicating new knowledge on stewardship and capacity to apply it (disaggregated by gender)</i>	<p>October 2018 target: 80 participants trained on water stewardship and indicating new knowledge and capacity to apply it.</p> <p>Progress: 30 (11 female, 19 male) individuals have received training, 29 indicating new knowledge and capability to apply it. Individuals to receive training to date, include [REDACTED] and [REDACTED] of the WWI team, [REDACTED] from KASFA, and [REDACTED] from Mzuzu University. Further water stewardship training is ongoing at site level, with an additional event planned for later in 2018 in Blantyre.</p>
3.2 <i>Number of regional stewardship champions able to advocate and promote stewardship based on training provided.</i>	<p>October 2018 target: 30 regional stewardship champions able to advocate and promote stewardship.</p> <p>Progress: 26 individuals were engaged during AWS regional forum hosted in Zambia, and a draft outreach strategy was completed in March 2018. Plans are in place to engage further 'champions' through the Project Reference Group in Malawi.</p>
Output 4: Strategic support for water stewardship and water security.	
Output Indicator	Progress against Planned Milestone/ Target

Section 3 - Progress and Results

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<p>4.1 <i>Number of advocacy messages for improved stewardship/WRM received and considered as relevant by national targets.</i></p>	<p>October 2018 target: 6 advocacy messages for improved stewardship/WRM received and considered relevant.</p> <p>Progress: Progress on this output will be seen later in the programme, but we are in discussions with Ministry to be a part of the Technical Committee of the National Water Resources Authority, which is a good channel for our advocacy messages.</p>
<p>4.2 <i>Sectoral benchmarking and engagement – number of standards/trade initiatives engaging productively to integrate learning and recommendations.</i></p>	<p>October 2018 target: 3 standards/trade initiatives engaging productively to integrate learning from sectoral benchmarking and engagement.</p> <p>Progress: Through the Agricane case study we intend to learn about the value of the AWS Standard for Ramsar declared Wetlands of International Importance. CDC (UK Government’s DFI with a portfolio of investments worth £40bn) are actively working with us to benchmark their safeguarding and due diligence procedures against the AWS Standard with the potential to scale across their investment portfolio. Links to Bon Sucro and the Sustainable Rice Platform to be developed over the coming months.</p>
<p>4.3 <i>Regional and international outreach and coordination – number of organisations / individuals working together to coordinate and promote water stewardship in Africa via the Africa Water Stewardship Network, reporting value for pro-poor water management due to our projects leadership role</i></p>	<p>October 2018 target: 15 individuals in 5 countries working together to coordinate and promote water stewardship in Africa.</p> <p>Progress: 26 individuals from 8 countries were actively engaged during the AWS regional forum in March 2018 which resulted in coherent and regionally owned strategy for AWS Africa and the formation of a Secretariat and Advisory Committee. Approximately 40 additional prospective partners were also engaged for our ‘Future Proofing Malawi’s Economy’ bid to the Scottish Government. Although the bid was unsuccessful, we intend to further engage these partners through the Africa Water Stewardship Network and a forthcoming call by the Swizz Development Corporation.</p>
<p>Output 5: Investment in M-Water and AKVO Software to deliver an increased capability in water and sanitation mapping and data capture, and greater programme efficiency and impact.</p>	
<p>Output Indicator</p>	<p>Progress against Planned Milestone/ Target</p>
<p>5.1 <i>Procurement, training</i></p>	<p>March 2018 target: Hardware and software procured, training completed</p>

Section 3 - Progress and Results

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and use of M-Water and AKVO software in the project - training workshops completed and evidence of staff using the software.

Progress: All hardware and software has been procured and is already in use. Training has been provided to staff and they indicate ability to use the tools provided. AKVO Training and process development completed early April and now in use. Training in M-Water has been on a learning by doing approach using the online teaching resources produced by M-Water. The software was used by the Malawi team in the KASFA community survey in March 2018 which surveyed several hundred smallholders.

24. Project Outcomes

In the table below, please list your project outcome, and provide further detail on your progress and results over this reporting period. Please describe any delays or other challenges that you have experienced and how these have been addressed, and provide information about any unexpected results. Progress should be supported with evidence (such as links to monitoring data, case studies, web-based information, reports etc) where possible.

Outcome 1: Malawi is established as a centre of excellence for water stewardship in Africa as a result of the project.

Outcome Indicator

Progress against Planned Milestone/ Target

1 *Number of sites registered for certification as water stewards in Malawi under AWS system.*

October 2018 target: 3 sites registered for certification as water stewards in Malawi under AWS system.

Progress: Work is underway to implement the Standard at 2 sites - KASFA and Agricane, with initial assessments ongoing at Queen Elizabeth Hospital.

2 *Increased financial allocations by government and case study water stewards for water and climate security in Malawi.*

October 2018 target: Level of funding increased by 5% based on 2015/16 levels.

Progress: Sites have been recruited and commitment gained. Financial allocations will follow on from application of AWS standard

3 *Number of individuals, organisations and countries reporting use of, and value from knowledge products, guidance and case*

October 2018 target: 20 individuals from 6 countries reporting use of, and value of knowledge products.

Progress: Knowledge products from the programme are still in the development stage, however considerable efforts have been made to engage stakeholders in the work on an ongoing basis. 16 individuals from key government, private sector and civil society organisations attended the programme launch event, and the

Section 3 - Progress and Results

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materials emerging from the Malawi Water Stewardship Initiative.

Ministry of Agriculture, Irrigation and Water Development was expressed their support for the programme. Additionally, 26 individuals representing regional stakeholders attended the regional forum and expressed demand for knowledge generated from Malawi. 29 individuals have also been trained on the AWS Standard, and an AWS Agriculture learning group has been established through which we will channel learning from the programme.

25. Project Impact

In the table below, please list each of your project impacts, and provide further detail on your progress and results over this reporting period. Please describe any delays or other challenges that you have experienced and how these have been addressed, and provide information about any unexpected results. Progress should be supported with evidence (such as links to monitoring data, case studies, web-based information, reports etc) where possible.

Project Impact: Increased water security and climate resilience for vulnerable people and economic growth through enhanced water stewardship in Africa

Impact Indicator	Progress against Planned Milestone/ Target
1 <i>Number of countries in Africa where water stewardship standards are adopted with tangible outcomes for improved climate and water security.</i>	<p>October 2018 target: 6 countries in Africa, including Malawi, where water stewardship standards are adopted with tangible outcomes for improved climate and water security.</p> <p>Progress: 4 countries in Africa are now using the AWS Standard with very positive signals emerging from the AWS Africa regional workshop that work will commence in new countries soon.</p>
2 <i>20,000 people in Malawi have improved water and climate security as a result of water stewardship.</i>	<p>October 2018 target: 20,000 people with improved water and climate security status.</p> <p>Progress: This impact indicator will be assessed at a later stage in the programme.</p>

26. Programme Level Indicators

With reference to Q45 of your application form, please list in the table below each of your programme level indicators, and provide further detail on your progress and results over this reporting period. Please describe any delays or other challenges that you have experienced and how these have been addressed, and provide information about any unexpected results. Progress should be supported with evidence (such as links to monitoring data, case studies, web-based information, reports etc) where possible.

Programme Indicator	Baseline	Expected outcome	Progress on outcome
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Section 3 - Progress and Results

This narrative report on project performance and results will be reviewed together with your revised and updated Logical Framework (or if not yet approved your original Logical Framework). See Guidelines (Annex 1) for details.

n/a	n//a	n/a	n/a
2			

27. Risk Management

If progress towards delivering activities and outcomes is slower than planned or there have been delays in the delivery of the project, please explain: a) What the issues have been and whether they were highlighted on your risk register? b) What actions have been taken in response to these issues?

Issue/ Risk	On risk register?	Action Taken	Outcome
Slower than expected move to formalise adoption of AWS standard	Yes	Mobilisation of senior team to advance negotiations	Formalised sign up imminent. Possible need for no-cost extension FY18-19
Slower than expected delivery, Malawian PD family illness	No	Deployment of UK staff to support	Project Director now back working and project catching up but potential for underspend this FY.

Section 4 - Sustainability

28. Partnerships

Provide a brief description of the roles and responsibilities of all partners, including in M&E. Have roles and responsibilities changed or evolved? Please provide a brief assessment of your partnership, including its strengths, areas for improvement and how this will be addressed. This section should be completed by lead partners based in Scotland and in South Asia.

Water Witness International – Lead accountable partner. Overall project coordination and financial management, and transfer of technical expertise from Water Witness International to Malawian counterparts. WWI will lead on regional engagement and the establishment of AWS Africa.

Water Witness Malawi – Lead delivery partner. Oversees, coordinates and manages the project in Malawi, facilitates and supports application of the WS standard with partners, and coordinates and delivers WS training.

Action for Water – coordinated and co-led the regional training on the AWS Standard in Lusaka, sharing lessons with practitioners in Malawi and other African countries

Alliance for Water Stewardship - AWS are the custodians of the International Water Stewardship Standard upon which the training,

implementation and accreditation components of the project rest. The programme will draw strength from global learning acquired through the AWS network, the AWS brand and, conversely, will contribute learning and guidance from Malawi for use by the AWS network and global stakeholders

Just Trading Scotland – in-kind coordination and support to KASFA which complements our technical support to the farmers on the sustainable and equitable use of water.

Mzuzu University – Support on design and delivery of water stewardship training and building national capacity within Malawi.

Project delivery partners – KASFA / Agricane / Queen Elizabeth Hospital – responsible for implementing water security action plans and meeting requirements of the AWS Standard

Update on roles and responsibilities – Water Witness Malawi is now formally registered as a Malawian NGO. Action for Water have successfully completed their role within the project.

Partnership Assessment – the partnership is progressing well and relationships are strengthening both with in-country partners and potential new partners across Africa. Challenges faced include:

- regular staff turnover within Government making engagement channels and dialogue hard to maintain,
- capacity of Mzuzu University and KASFA is slightly lower than initially anticipated and has required additional support from Water Witness staff
- managing expectations of JTS about the complexity and time it will take to fully implement the AWS Standard with KASFA

29. Exit Strategy

Describe the key components of your exit strategy and outline progress towards achieving it. Provide any other achievements or progress towards ensuring that your project remains sustainable in the longer term (including in relation to local ownership and capacity, and resourcing). Describe any challenges and how these will be addressed.

The AWS Standard process requires and relies on full partner commitment to implement the Standard and reach accreditation. Our role is carefully designed to facilitate but not take over this process, so delivery partners will continue to work towards implementation of the Standard even at the end of the project.

Training workshops and the production of guidance materials will build long lasting national capacity to apply the Standard.

Significant progress has been made towards establishing AWS Africa – a regional lead for water stewardship across Africa – which we anticipate will, at least initially be hosted by WW Malawi, building on the capacity built through this project and lessons learned. We have secured some additional funding (circa £45K from GIZ, tbc) which will enable us to extend engagement in Malawi, and we are currently actively pursuing other funding applications.

Section 5 - Learning and Dissemination

30. Lessons Learned

Describe briefly any lessons learned during this reporting period, and how it will influence the project and your work moving forward.

To date the AWS Standard has been primarily implemented by larger companies to understand and address their water impacts and vulnerability to climate change. Given that the majority of food production globally remains in the hands of smallholders, that 70% of African farmers are small-holders, with a majority of these women, testing and adapting the Standard to ensure its relevance in such contexts is a vital contribution to economic and social development. Already, important lessons regarding the accessibility of the AWS standard and system at the scale of the smallholder have been forthcoming. For example, whilst the content and focus of the standard are relevant to the needs of smaller farmers, the costs involved in the currently exacting group certification process are likely to preclude certification by smallholders. Such feedback is collated and channelled to a specially formulated committee within AWS to enable modification of the AWS system. Learning generated will also be shared more widely to reach smallholder production systems elsewhere in Africa. We have also demonstrated the value of the use of ICT within assessments of smallholder water security and resilience and this is likely to lead to more widespread uptake and use.

31. Innovation and Best Practice

Summarise briefly any examples of innovations/ innovative approaches or best practice demonstrated by your project during this reporting period. Please explain why these are innovative or best practice, and detail any plans to share these with others.

Innovations include:

- Application of the AWS Standard with small-holders. See above – for why this innovation is so strategically important for water security and adaptation of the Standard across Africa.
- The first application of the AWS Standard with a hospital and school in Africa
- The Agricane site includes an area designated as a Ramsar Wetland of International Importance which will generate valuable lessons.
- Use of ICT in water stewardship.

All the lessons learned through these innovations will be incorporated into guidance and shared across relevant line ministries in Malawi and with other farmer networks and NGOs, and across the AWS Network - feeding into the work programme and emerging priorities for AWS Africa.

32. Dissemination

Summarise briefly your efforts to communicate project lessons and approaches to others (e.g. local and national stakeholders in Scotland and Malawi, academic peers etc). Please provide links to any learning outputs.

- Presentation to the Global Water Stewardship Forum, November 2017.
- Presentation to the Malawi Scotland Partnership (MaSP) symposium in Lilongwe in February.
- Article in the Scotsman in March (<https://www.scotsman.com/future-scotland/tech/scottish-charity-helps-malawi-farmers-achieve-water->

Section 5 - Learning and Dissemination

security-1-4686017) , articles in Scotland's International Development Alliance and Scotland-Malawi Partnership newsletter and websites (<https://www.intdevalliance.scot/news/water-witness-international-make-news>) ,

- Project launch event in Lilongwe in January.
- Lessons shared through AWS Africa Strategy Meeting in Lilongwe, January 2018

33. Wider Influence

Briefly describe any intended or unintended influence on development outcomes beyond your project. For example influence on local and national policy, contribution to debate on key development issues, uptake by other projects etc.

Water Witness International (Malawi) has a mandate from regional stakeholders and the AWS to host AWS Africa, to supports implementation of AWS water stewardship across the African continent. Our role is to nurture its development as a highly effective membership-governed, Africa-led, not-for-profit organisation delivering the following vision, mission and goals.

Recent discussions with CDC, building on links developed through this Malawi project, have led to a commitment for us to work together to benchmark their safeguarding and due diligence processes against the Standard – which could have an impact across their £40bn investment portfolio.

We are in discussions with the Government of Malawi about sitting on the Technical Committee of the National Water Resources Authority which would provide an excellent opportunity to take part in national discussions on water management across Malawi.

Section 6 - Financial Report

Please use the budget headings on the spreadsheet to provide a detailed breakdown of actual expenditure incurred during the financial year to which this report relates, against expenditure planned as well as expected expenditure for the next financial year. *N.B If the budget spend is more than 10% different from the original estimate please use the additional tabs on the budget spreadsheet to provide more detail.*

Please note that any carry-over of funds to the next financial year should have been agreed with the Scottish Government by 31st January of the current financial year.

34. Project Underspend

Please outline and provide justification for any discrepancy in the budget spend, as reflected in your attached updated budget spreadsheet. Please also note whether the project has reported a significant underspend, and whether the Scottish Government has agreed to this being carried forward. If this has been agreed, please provide copies of or links to relevant correspondence. Please indicate whether the underspend is the result of currency fluctuations or other issues with project delivery.

The project proceeds well and is on track to exceed expectations in terms of impact and legacy, however there is an underspend this FY (as reported to SG) as a result of value for money savings and implementation delays arising because of personnel absence.

1. £12, 562.52 has been carried over from the general budget due to cost savings on subsistence by international staff staying in Malawi, and for activities (training and site implementation/certification) which have been delayed to this FY18/19 due to compassionate leave extended to the Malawi Programme Director.
2. £16 923 has been retained following cost savings available through the arrangements with mWater. The team were originally quoted this amount for set up and training on their software by the mWater corporation. However through self-tutoring, drawing on pre-existing skills and learning by doing the team have been able to set up and use mWater effectively without incurring these costs. With the agreement of SG, the team will use this saving in FY18/19 to extend field activities and the use of the software with a larger number of community members in FY 18/19.

For these reasons we hold an underspend of £29, 485.06 to carry forward into FY18/19.

35. Cost Effectiveness and Efficiency

Please detail any efforts by the project to reduce project costs, whilst maintaining the quality of the project – for example through managing projects costs, efficient resourcing, working with and learning from others etc.

There are significant savings on project cost through self-training in mWater (Direct Project Costs: Parcel 1 mWater). Budget to be diverted to field activities.

36. Co-finance and Leverage

Please provide details of any co-finance or leverage that has been obtained for the project during the reporting period, including how the funds/resources will contribute to delivering more and/or better development outcomes.

The team have been able to lever some £45 000 of investment from GIZ which will be dedicated to extending the period of engagement in Malawi to October 2019, and wider engagement across the region.

Signed by _____ **Date** _____

Designation on the Project _____

This narrative report should be submitted together with your updated logframe and financial report.

Annex 1: Guidance Notes: Year End Report

- This report is to be completed by all project managers/leaders 6 months into the next reporting year.
- Please complete this form electronically.
- Once complete please send this reporting form by email to your Scottish Government project manager.
- The report should be submitted by the end of October following the financial year to which the report relates.

Question	Guidance
Section 1 - Basic Project Information	
1.	Insert the name of your lead organisation responsible for managing the grant (based in Scotland). Please make a note if this has changed during this financial year. Reasons for changes should be reported in section 3.
2.	Insert the name of your project in the space provided. This should correspond with the name given in your grant offer letter. Please make a note if this has changed during this financial year. Reasons for changes should be reported in section 3.
3.	The project reference number was given to you by the Scottish Government in your grant offer letter – please refer to it in all correspondence. This is a number unique to your project and helps the Scottish Government track information relating to your project within the system.
4.	Insert start and end dates. The start date is the date you received your first tranche of funding.
5.	Insert the year of your project (i.e. Year 1, 2 or 3)
6.	Insert the financial year for which you are reporting
7.	Insert the geographical area in which your project is being implemented. Please make a note if this has changed during this financial year. Reasons for changes should be reported in section 3.
8.	Insert the names of your partner organisations in Scotland and Partner countries. Please make a note if this has changed during this financial year. Reasons for changes should be reported in section 3.
9.	Provide a brief project description as per your grant offer letter.
10.	Insert the total project budget (including funding from other sources). Please make a note if this has changed during this financial year. Reasons for changes should be reported in section 3.
11.	Insert the total amount of funding received through the CJF for this project.
12.	Insert the date that your report was produced.

13.	Confirm that supporting documentation has been included with your report. Please tick those boxes that apply. Confirm whether any changes have been made to the logical framework, and whether the LF submitted has been approved by the Scottish Government (or is pending approval). Reports that do not include all required documentation will not be considered complete.
14.	Please reference previous (actionable) feedback that you have received since your last report, and describe any action that has been taken in response/ since then.
15.	Insert the names and positions of the key person(s) involved in preparing your report.
16.	It is essential that you let us know if any of your contact details have changed, either in Scotland or overseas.

Section 2 - Project Relevance

17.	Provide a brief update on the context in which your project is working, and describe briefly how your project remains relevant to your project beneficiaries.
18.	Working towards gender equity and social inclusion is considered essential for any projects funded through the CJF. Please describe briefly how your project is delivering this.
19.	Please describe briefly how beneficiaries and stakeholders are engaging with the project (if at all) and what effect that is having, as well as any challenges in engaging with them.

Section 3 - Progress and Results

20.	If your Project has changed significantly in the focus of its delivery since your last report, please explain how and why, attaching copies of all relevant correspondence you have had with the Scottish Government about this. Please also describe and explain any changes to basic project information here.
21.	If your Logical Framework has changed over the last Financial Year please detail and explain these here. This enables us to more quickly understand the changes and your progress, based on the most up-to-date information.
22.	An update on any delays or challenges in monitoring will help us to understand the information presented in the report and logframe.
23.	For this question you will need to refer back to your most up-to-date APPROVED logical framework. Looking again at the <i>output indicators</i> outlined, please comment on the progress made towards achieving these during the reporting period, including any challenges and how these were overcome. This should include a narrative (where relevant) as well as quantitative data – indicating clearly the milestones (including dates) and progress to date using the same measurement unit (e.g. number/ percentage) provided for the baseline e.g. By end March 2016, 5 wells have been dug in the last year against a milestone target of 4.
24.	For this question you will need to refer back to your most up-to-date APPROVED logical framework. Looking again at the <i>outcome indicators</i> outlined in your original application, please comment on the progress made towards achieving these during the reporting period, including any challenges and how these were overcome.

25.	For this question you will need to refer back to your most up-to-date APPROVED logical framework. Please comment on the overall impact of the project to date, including any challenges and how these were overcome.
26.	For this question, please refer back to Q45 in your application form, and comment on progress towards the Programme Level Indicators outlined there.
27.	If progress towards delivering activity and outcomes has been slower than planned, please use this space to indicate the reasons why and whether any of the risks outlined in your application have impacted on the project.
Section 4 - Sustainability	
28.	Provide a brief update on how your partnership is working and evolving.
29.	Detail briefly your progress towards ensuring that your project will be sustainable in the longer term. We would like you to refer back to your exit strategy in your application form as well as reflect on other elements of sustainability.
Section 5 - Learning and Dissemination	
30.	The Scottish Government is very interested to hear of lessons you may have learnt during any aspect of the project and may use your experience in future policy consideration.
31.	The Scottish Government is very interested to hear of any innovations or examples of best practice, and how projects are sharing good practice more widely.
32.	The Scottish Government would like to know how the work of the project is being communicated more widely to a range of stakeholders in Scotland and beyond.
33.	The Scottish Government would like to know if your project is likely to have an influence on policy (whether intended or unintended).
Section 6 - Financial Reporting	
34.	It is important for us to understand and learn from how projects budget, including reasons for underspend.
35.	The Scottish Government is interested in how projects are working efficiently and effectively.
36.	Please detail if the project has succeeded in sourcing additional funds to enable it to extend its work.